

Easter Sunrise Academy

*School Policy Manual
2008 - 2009*

*Parent / Student
Handbook*

***“All thy children shall be taught of the Lord,
and great shall be the peace of thy children.”
Isaiah 54:13***

Easter Sunrise Academy
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PARENT - STUDENT HANDBOOK

Purpose

The primary purpose of Easter Sunrise Academy is not education, strange as that may seem. We believe what Brother Branham said in *Handwriting on the Wall* (56-0902):

"Did you know God put you here for some other purpose besides . . . to educate your children? God put you here to be sons and daughters of God, and if you fail to get that, you fail to receive the very purpose God put you on earth to be. That's right.

No matter how honest, how decent, how moral you might be, how good you might be, what a fine sociable fellow you might be; you still miss the calling unless you serve the Lord Jesus and become a son and daughter of God. No matter how good a neighbor you might be, how good a anything you may be, that's all good and we appreciate that. But my brother, until you become a son of God, you fail to answer the purpose that God put you on the earth to be. That's right."

In many places Brother Branham made it clear that while education is necessary in this world, it is, at best, secondary to God's purpose for His children. We realize that we are not able to make anyone's children (including our own) sons and daughters of God. But we do also realize that you, as godly mothers and fathers, are seeking the best for your youngsters, including a safe haven from some of the traps that Satan has laid everywhere in the public setting.

Jesus Christ is the only true Shelter. He alone is that Cleft of the Rock in which we can hide. It is only by His leading and in His service that we are able to do our small part in helping you to provide for your children a safer place in which to gain the education that the law requires. This does not imply that we intend to give the students a minimal education. In every aspect, we will earnestly strive to "do it heartily, as unto the Lord", and expect the same from each student.

Many important people of the Bible were known for their outstanding intelligence and ability (Enoch, Daniel, Joseph, Moses, Hiram of Tyre, etc.). These gifts were given to them by God and developed to a high degree because of their love for God and diligence in serving Him. Your children also have gifts which God has given them and which He will develop as they learn to put Him first and serve Him in everything they do.

As we strive to do our part, you strive to do yours, and the children strive to do theirs -- always keeping Jesus Christ as our Guide and Focus -- we believe that God will bless the children with an abundant education, far beyond our own abilities, perfectly equipping each one for his future place in this world and the world to come.

Standard of Conduct

We at Easter Sunrise Academy desire the best for our children -- above all, the free gift of salvation in Jesus Christ and spiritual growth in His Image. This is the work of the Holy Spirit; but it is our duty to provide the right atmosphere in which this new Life can grow. We must avoid the negative practices that drive the Holy Spirit away, and nurture the good habits and right attitudes that enable a Christian to be led by Him.

The awareness of this truth has led Easter Sunrise Academy to adopt the following standards, which we believe will provide the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student -- whether at home, school, or elsewhere--

- A. To refrain from: swearing, indecent language, smoking, drinking alcoholic beverages, gambling, dancing, the wearing of ungodly clothing, immoral behavior, rock and roll music, the abuse of drugs, and excessive movie or TV viewing;
- B. To maintain Christian standards in courtesy, kindness, morality, and honesty.

The selection of these restrictions may seem arbitrary to some; but while not condemning those who see it differently, the school believes that the behaviors named in part A are manifest types of conduct which are detrimental to Christian growth.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Easter Sunrise Academy ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In an atmosphere of definite and positive standards of Christian conduct, scholastic diligence, and genuine personal interest between teacher and student, there is the right bedding-ground for academic, personal, and spiritual growth.

This "Standard of Conduct" statement is required from every student age 13 and up.

I have read the standards above, and while enrolled at Easter Sunrise Academy, I agree to cooperate with these standards to the fullest extent.

Student's signature

I have read the standards above, and while my child is enrolled at Easter Sunrise Academy, I agree to foster his cooperation with these standards to the fullest extent.

Parent's signature

Support

This school is a non-profit facility with a volunteer staff and limited financial resources. Thus it requires a much higher level of parental involvement than public education does. As indicated in our introduction, it was set up for the purpose of helping Christian families to educate their children in harmony with the Bible and the Message. In Deuteronomy 6:4-7, God commands His people to not only hear Him and love Him, but also to teach their children of His commandments; to “diligently... talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.” Although this is referring to the Word of God, the parents are the only ones that the Bible ever instructs to teach the children. Although we have put ourselves forth as willing helpers, we cannot do it without you. It requires Christian love and cooperation among all the parents, teachers, and students involved.

In order to encourage communication, we plan to have parent-teacher conferences at the end of the first quarter and the end of the third quarter. Parents will be given a set time to come in and pick up their child’s report card and discuss the student’s progress and any problems he may be having. Parents of course are welcome to call us anytime, but this will ensure that we take time out to talk together about each child and his particular needs.

Enrollment

Parents wishing to enroll their child as a new student in our school should notify us by June 30th. This is necessary in order to obtain the required books and make plans for the new year. We request that both parents come to register their child, so that we can all meet each other. The deadline for late enrollments is August 15th. No enrollments will be accepted after this deadline (except in special circumstances, with approval determined on a case-by-case basis).

Tuition

In order to keep down expenses, Easter Sunrise Academy is set up on a cooperative basis. This means that everyone cooperates to help make sure that the bills get paid and the students are taught. We do our best to keep the tuition affordable, and welcome any help that parents can give. Tuition is \$50 per month.

Those who are willing and able to help out regularly at the school may pay a reduced tuition. Those who help out 10 or more hours per week will receive a 50% reduction in tuition. Helpers who give 5 to 10 hours per week will get a 25% reduction. However, to receive these discounts, helpers must come on a regular basis, trading hours with others when the need arises. They should also be prepared to substitute on occasion.

Kindergarten

Kindergarten classes are designed for 5-year-old students, to prepare them for future work in our school. Therefore, the following guidelines must be met before a child may be enrolled in our kindergarten:

- the Parents must intend to continue the child’s enrollment beyond the current year;
- if the child is 4 years old, then either he must be the child of one of our Teachers, *OR* he must be tested to show his capability for kindergarten work.

We do not have a pre-school program. Young children of teachers are sometimes allowed to participate in the learning program simply for the convenience of our teachers.

Schedule

The Academy is in operation Monday through Thursday. The school year is thirty-four weeks, from Labor Day to Memorial Day. Days lost to bad weather may have to be made up on Fridays. There is a two-day Thanksgiving holiday, a Christmas vacation, and a spring break at Easter. The school day begins at 9:00 a.m. and ends at 3:15 p.m.

Lunches

Students must bring their own lunches. There will be a designated place for the lunches to be kept until lunch time. We discourage sharing lunches, as this seems to lead to disruption and poor eating habits. Students should eat what their parents have provided.

Discipline

Obedience is essential. Students who have not learned to obey are not ready for school and are a hindrance to the other students.

Students come to school to learn; this is their “job” at this point in life. A student has the responsibility to be an active learner by attending class, completing homework on time, taking proper care of textbooks and supplies, conducting himself in a Christian manner, and obeying the principal, teachers, and other adults. This includes proper attitudes and speech. Students are expected to be kind to one another, refrain from bad or abusive language, and refrain from discussing or singing worldly songs, videos, and the like.

If a child persists in neglecting these responsibilities, his parents will be notified and expected to apply correction. In cases of immediate correction being necessary, corporal punishment (spanking) may be applied, or the parent may be asked to pick up their child and take him home. If these measures still fail to bring about the desired behavior, the student will be suspended or expelled.

Attendance and Dismissal

All students -- in order to do their best work -- should be present and on time every day. Students are expected to arrive at school between 8:45 and 8:55 a.m. If a student must arrive earlier, special arrangements should be made with the teacher or principal. Because we have a short school year, it is imperative that students attend school every day that they can. Students who miss much school time tend to fall behind in their studies. If this happens, students will be required to make up the lost time on weekends or in another way. Seniors may be granted special exemptions, but ONLY if they are in good standing and are satisfactorily completing their work.

Students must remain on the school grounds during school hours, and may not leave except under the supervision of a parent or teacher. Walking students should be headed home no later than 3:30 p.m. Car students should go to their vehicles as soon as it is possible. There will be no after-school recess or ball games except with the permission and observance of a teacher.

Textbooks & Grading

New textbooks are bought by the student as needed. At the end of the school year, reusable textbooks are donated to the school for the use of future students. (Siblings are given preference in the re-assignment of these used textbooks.) Every student in the school has benefited from this hand-me-down practice, and we intend to continue it for the benefit of others. Textbooks that are abused or destroyed will have to be replaced by the student's family.

Each student is assigned a desk. In assigning a desk, locker bin, or other school property to a student, the Academy retains ownership of the property and the right to inspect it or reclaim it.

Our grading scale is generally tougher than the public school's. We have not softened it like they did, because we believe that any student who does his work diligently is capable of making A's and B's, even on our scale. We are willing to give extra time and help to a student who is struggling.

Building Maintenance

The Academy does not have any hired janitors. Therefore, each student will be assigned a job to help in keeping the school clean. These jobs will be completed before the students leave each day, or as necessary. To reduce the annoyance and extra clean-up it causes, gum chewing is not allowed.

Testing

Students in the third grade and up will be tested every other year (in the spring of odd-numbered years). High school students will be tested every year. In the final year of high school, the ACT or SAT may be required. PSAT testing in the junior year is highly recommended, as it is a pre-requisite for National Merit scholarships. The costs of the tests (about \$15 each) will have to be born by the parents.

High School

High school subjects vary depending on student needs and electives. Our course outline follows both a general education track and a college preparatory track. At least twenty-four credits are required for graduation. Although we have chosen to remain unaccredited by the state of Arkansas, our diploma has been acceptable to every college our graduates have applied to. Students who have completed four years in our high school have all scored at or above average on the ACT. However, should a student decide to transfer to a public high school, some or even all of the credits earned here may not be accepted there.

Dress Code

Our dress code is designed to help create a proper atmosphere at the school, in class, and within the students themselves. We want the appearance of our students to be a good testimony for the school and our homes. We are trying to avoid the worldly influences of fads, fashions and immodest apparel, and the careless attitudes that often accompany them. The students will be required to dress in a conservative, modest, and respectable manner. We reserve the right to make decisions in areas not expressly covered by the following description.

Proper attire for **boys** in junior high and high school includes:

- Good jeans or casual slacks with a belt. No holes, baggy-floor-dragging styles or other special effects are allowed.
- Button-down sport shirts or polo shirts are preferred. Shirts must not have visible writing or pictures. Shirts with tails must be kept tucked in.
- Short hair -- NO worldly styles (sculptured cuts, rat tails, colored, etc.). No beards or mustaches.

Proper clothing for **girls** in junior high and high school includes:

- Full jumpers (not bib overalls) with collared blouses, polo shirts, or turtlenecks are preferred. Modest dresses and skirts are acceptable. They should be full and long enough to amply cover the knees at all times. Skirts must be full enough to run and play in comfortably and should not sag below the waist.
- Shirts should be long enough to cover the midriff at all times, and sleeves should cover the shoulders and armpits, without revealing any underwear. Any clothing that is not considered modest will be changed as soon as the teacher requires it.
- Hair should be feminine, neat and tidy, and kept well out of the face.
- Jewelry must be kept to a minimum - no earrings or ankle bracelets.
- No make-up; little or no perfume (perfume distracts and annoys other students).

Shoes for all children should have low heels, and should enclose the entire foot (this is for safety reasons). We ask that nothing be worn to school with any kind of advertising or logo (other than a small, inconspicuous logo.)

The dress code for younger children is somewhat more relaxed, but should be aimed as much as possible along these guidelines. Culottes are recommended for active little girls; very little ones may wear pants, or shorts under their dresses. Culottes for all girls are recommended for athletic outings.

Q: What do we do when someone needs to talk to me (i.e, Alice or another parent)?

A: ask them to phone later

B: assign someone to monitor (prob not)

C: ask another teacher to supervise kids

Easter Sunrise Academy

TEACHER'S MANUAL

TEACHERS' MANUAL

ARRIVAL OF STUDENTS

1. Upon arriving at school, students should place their lunches and bookbags in the designated area and go back outside, until they are called to come in. They may play on the play ground until class time. Only when the weather is bad, may they play quietly inside with puzzles or toys.
2. Students should not remain in the classroom without a teacher's permission, except for assigned help classes or health reasons. When it is time to go in, they will line up on the playground and proceed to the cafeteria quietly. **They should be sure that they have their Bible available.**
3. **Before devotions, give the students five minutes to use the bathroom and get a drink. They should wash their hands, and sit quietly waiting for the others.**

HALL & RESTROOM PROCEDURES

1. Students should enter and leave the classroom in a single-file line. Supervise their movements to ensure orderliness and proper behavior.
2. Restroom breaks will be taken only if necessary - one student at a time. Students should use the restroom quietly, wash their hands, get a drink, and return to the classroom quickly, with no talking.
3. Students should use the restroom only at scheduled breaks. However, you may have some students who need to go at additional times. If it seems to be unnecessary, say, "Let's see if you can wait."
4. Have the bathroom monitors check the restroom for cleanliness after everyone uses it. They should make sure that the toilets have been flushed, towels have been picked up, and the water is off.

MORNING AND NOON RECESS

1. Students should go to the play area until school begins. They may put their bookbags and lunchboxes away first.
2. Students will be assigned to different areas of the playground, according to age. No students are allowed behind the school or other buildings. They should always be under a teacher's supervision.
3. Playground equipment is provided. No hard balls or bats are ever permitted on the playground.
4. Supervise games, and introduce new ones periodically. In the case of rain, conduct quiet games indoors.

AFTER-SCHOOL PLAYGROUND DUTY

1. Students are not allowed afterschool recess unless a teacher agrees to supervise them. They must have their janitor work done and their belongings outside, ready to go, before going to play.
2. Otherwise, car students **must wait in the classroom** for their parents. Walking students should start home **as soon as the teacher permits, and should go directly home.**
3. All students should be off the grounds by 3:30 p.m.

LUNCHROOM PROCEDURES

1. Lunchboxes should be placed in the designated area as the students come in the building.
2. At lunchtime, students should enter the lunchroom in single file. They should sit at the appropriate tables, waiting quietly until everyone is seated and the prayer is said.
3. Students will have about 20 minutes to eat lunch. The first week some may eat very little--do not force them. They will gradually begin to eat more. In time, you may require each child to take two bites of everything else before he eats dessert.
4. Exhibit and teach good table manners. Instruct each student to use his napkin. He should unfold one to use as a placemat, and use the other to wipe face and hands.
5. Never allow a student to criticize the food (either orally or with facial expression).
6. Supervise the children during the entire meal to maintain good order. Require that they eat quietly, and do not rush.
7. When everyone is finished, students should pick up their lunchboxes and return them to the designated area, throwing their trash in the wastebasket. Their hands and faces should be wiped clean. If they had a thermos or cup, it should be rinsed before returning it to the lunchbox. Then they may go to the playground.
8. As you supervise the students, the lunchroom monitors may pick up your lunch, wipe the tables, and sweep the floor. Any dirty dishes may be washed at this time or after school, as you allow.

HOMEWORK

General Policies

1. Before class begins each day, you should write each grade's assignments on the chalkboard or individual homework logs.
2. Try to coordinate your homework assignments with those of other teachers, so that the students don't become overloaded. Give consideration for church nights.
3. Assignments must be complete, on time, and written properly. The only acceptable excuses for incomplete homework are the student's illness or an emergency, which prevented the homework's being finished.
 - a) You should have a student copy his work over if it is written poorly or in ink (or pencil) when pencil (or ink) was required.
 - b) If a student fails to bring in homework without an acceptable excuse, he should make it up at recess or after school. For students who consistently fail to do their homework, you may take the following steps:
 - Call the parents to notify them of the problem.
 - Inform the principal and ask him to deal with the offender.
 - c) Keep a daily written record of delinquent, incomplete, or incorrect assignments, as well as rewrites. Be sure to follow through on checking these the following day.

Grading Homework

1. For the gradebook, do not grade work done at home. Instead, give a quiz on the material in class.
2. Homework can be checked in class by older students or by teaching assistants, or sometimes by having the students exchange papers and check them orally. Always check to see that the work was done right, instead of the answers just put down without study or thought behind them. Students should not sit idle while you check homework. Give them work to do.

GRADING CLASSWORK

1. Report card grades are taken mainly from the students' tests. Therefore, students should be required to study the material well, in preparation for each test. No help is to be given on any test.
2. Keep a record of grades on other classwork done, as well as tests. These will help you to keep track of his learning progress, and may be used to balance his test scores. At least one grade should be recorded each week.
3. If a student is consistently having difficulty, find out what he needs. Pray for him, give him extra attention, ask his parents to help him, find a more suitable textbook, keep him in for extra studying, inspire him, motivate him, – do whatever it takes to get him back on track. Do not just allow him to fail.

DISMISSAL OF STUDENTS

1. Plan ahead so that your class has ample time to get ready for dismissal. Class will end at 3:00, to give the students time to do their janitorial work.
2. Before leaving the classroom, have the students prepare their bookbags for dismissal. After dismissal, they should make sure their belongings and desk area are taken care of.
3. There should be no noisy hustle and commotion at dismissal time. Students should quietly collect their homework and books, **do their chores, and ask permission before leaving the building**.
4. **Each teacher** should supervise her class to make sure that students are obeying the rules and leaving as directed.
5. No student may go home with another child without a note from home or direct permission from the parent.

CLASSROOM APPEARANCE

1. There should be no books or other articles in the aisle or beside a student's desk. Shelves are provided for all articles other than textbooks and necessary supplies.
2. Nothing should be on the student's desk except materials needed for the immediate activity. No more than one pencil or pen at a time needs to be on the desk. Watch for writing on desks.
3. If a student marks on the wall or a desk, have him wash it off at recess time. You may instruct him to wash a large part of the wall or additional desks as punishment.
4. Notebook binders stored under the desks should be kept neat. There should be no loose papers on the desk top or coming out the sides. At the end of first semester, you will need to direct your students in removing all tests and materials related to first semester. Be alert to names of rock groups, etc., on binders and clothing.
5. Waste paper should be folded, not crushed, and kept inside the student's desk until the end of the day. Then it may be gathered by one of the students. Do not allow trash to accumulate in a student's desk.
6. Students will help keep the room clean as part of their janitorial duties. They may be assigned to empty the pencil sharpener, empty the trash, clean the chalkboards, clean the floor, etc., under your supervision.
7. Do not use masking tape or putty to hang things on the walls. Staples usually work the best. Pushpins or small nails are acceptable for necessities such as clocks and calendars.

TEXTBOOKS

Teach the students to take pride in caring for their property as well as for school property. Check textbooks for neatness and proper care.

ART SUPPLIES

Each student should supply his own scissors, glue, crayons, watercolor paints, and color pencils. Additional supplies such as construction paper, yarn, felt, etc., will be supplied by the school, and will be kept in a certain area for use only at art time.

NEW STUDENTS

1. Be alert to the needs of new students and take note if they are not adjusting well. Find ways to help them be happy and become a part of the group.
2. If a student appears to be unhappy or lonely, help him make friends and get adjusted. Give him some special attention.
3. There is sometimes a tendency on the part of our returning students to stay with their own special friends and to be indifferent to new ones. This is an opportunity for you to do some character training in the traits of consideration and friendliness.

IN- CLASS DISCIPLINE

1. A prepared teacher is the key to good discipline. If the lesson moves along and doesn't drag, there are fewer discipline problems.
2. Avoid talking excessively. Do not snap your fingers or say "sh-h-h". Locate the offender and call him by name. Do not rebuke the whole class. Your students must be trained to obey. Be fair and kind, but firm. They should know that you mean what you say.
3. During the first week, you will need to command your students' respect (not friendship--that will come with time). Start out firm the first day. A hard, prolonged stare is very effective if used at the first indication of a problem. Children do not respond favorably to sarcasm, hatefulness, or nagging--this isn't firmness. Never show signs of personal disgust with any problem or student. Don't be harsh. Use a quiet, assured voice.
4. If you are having much of a discipline problem, it is important that you notify the principal.
5. We do not encourage having small groups of students work in units around the room. Students need guidance more than fellowship.
6. Students should never be out of their seats without your permission. There should be no sharpening of pencils or throwing away of trash during class. Students should sharpen their pencils before class when you permit it, and save their trash to throw away when it is being collected.
7. When you give directions or have an oral drill, all students should participate. All pencils and pens should be cleared off the desks, and students should have their attention on you.
8. When students are working at their desks, they should sit tall with their back against the lower part of the chair. They should hold their books up straight on the desk from the sides. When writing, students should hold their heads erect (not resting on hands or desks).
9. If you write a note to a parent, always check for clarity and spelling accuracy.

TEACHING KIDS TO BE RESPONSIBLE- Part 1

The first week of school I talked with all the first grades. What, I asked, was the rule that applies everywhere at school? *"Be nice to other kids- don't hit, kick, or call names,"* they said. I let them know they were right.

"What happens if you break that rule?" I asked.

"You stay in at recess," they said.

"Right," I said. *"Who decides if you go out to recess or stay in?"* I asked.

They answered: *"Mrs. Reynolds," "Our teachers," "The bodyguards outside."*

Only after some discussion did the students in each class tell me that **they** decide whether they earn or lose recess. One student finally said: *"I decide if I stay in or go out, because I am the boss of my body and my brain- and I decide if I hit or not."* Then all the other students agreed. *"Who decides if you go out?" "US!"*

There is an important principle at work here. We all know adults who seem unable to take responsibility for their own actions. If they lose a job because they were always late to work, they tell us that the supervisor was unfair. We know other adults who take responsibility- who look at and change their own actions when something is their fault. Responsible people can change.

---Stan Davis

RECESS DISCIPLINE

- 1 Train all staff.** Staff behavior is the key element in effective behavior interventions. Staff members serve as models for respectful behavior. Consistent staff response to aggression tells young people which behaviors are unacceptable. Consistent staff reporting is necessary to make discipline effective. Staff schoolwide should encourage students to report aggression rather than focusing on reducing 'tattling'. And when staff avoid blaming the targets of bullying they send a clear message to bullies that **they** are fully responsible for their own actions.
- 2 Develop staff-wide consensus about specific rules.** Unacceptable behaviors are often grouped by level, based on potential harm. For example, three categories might be : teasing and exclusion, hitting, and severe harassment and physical aggression. Except for clearly accidental behavior, focus rules on actions or words rather than intention. Maintain one behavior standard whether the target 'minds' or not, or whether or not the aggressor and target are friends. Avoid the search for "who started it" and focus on the choices each student made- and on the alternative choices that were available.
- 3 Use frequent descriptive praise for positive behavior.** Praise is important when an aggressive young person breaks his or her pattern and acts responsibly and kindly- or even when aggression is less frequent or less intense over a period of time. Descriptive feedback ("I notice that you have been playing without fighting.") is more effective than trait-based praise ("You're so kind") or I-messages (I'm so happy you are acting better.") Praise that names the result of the improved behavior helps young people see the positive effects of their changed behavior. Telling them what you see helps them to realize what others see.
- 4 Maintain a schoolwide reporting expectation for verbal and physical aggression.** All staff report peer-to-peer aggressive behavior to one central person (often the principal or assistant principal) to emphasize the importance of this behavior and to allow for consistent administration of consequences. Note: this does not mean that other behaviors such as class disruption or failure to complete work are handled this way-these behaviors are often best handled by the teacher unless they become chronic.
- 5 Use a schoolwide behavior rubric - that is, a set of predictable escalating consequences- for aggression.** The school outlines specific, predictable, and escalating consequences for each category of peer-to-peer aggression. More severe behaviors will sometimes lead to more severe consequences, but make every effort to keep consequences predictable and consistent when possible. Also, remember that policy and law will mandate other consequences for legally defined harassment, criminal threatening, assault, and other crimes.
- 6 Administer consequences for aggression centrally.** To ensure consistency and to make it clear that safety is a high priority, it works best when the principal or assistant principal is the one to receive reports of peer-to-peer aggression, carry out a brief interview of aggressive youth (focused on helping the student take responsibility for the behavior and look up his or her consequence on the rubric), and investigate when necessary. The administrator sends a letter home outlining behavior, consequence, and consequence next time. Copies go to teacher and file.

Suggested Rubric: NO teasing, name-calling, hitting, or other physical aggression.

1. Verbal harassment receives 15 minutes detention with principal or assistant principal.
2. Physical receives 30 minutes detention, and parents will be informed.
3. Repeated offenses escalate the consequences, which may include suspension and expulsion.

FIRE DRILLS

Because the safety of our students is very important to us, teachers should teach fire prevention and safety. A fire drill is given periodically. The first fire drill will be announced in advance. All other drills will be unannounced.

1. You will be shown the area to which your class should exit. The first week of school, you should show your class the area as they return from lunch.
2. During a fire drill, students should leave the classroom in a single line and proceed to the designated area outside without talking, running, or pushing.
3. The first student should be an older student. He should hold the door open for the other students, and shut it when the last one is out. The last one to leave the classroom should turn off the lights and close the door.
4. After the class reaches the designated area, take roll and make sure that each student is present. There should be no talking.
5. After each one has been accounted for, students may return to class in orderly lines.